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Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Plans & Policy Staff/TR

FROM : Acting Chief, Administrative Branch/TR

SUBJECT: Weekly Activity Report No. 8

DATE: 24 February 1955

JOB NO. _____ BOX NO. _____ FLD NO. _____ DOC. NO. 46 NO CHANGE
 IN CLASS/DECLASS CLASS CHANGED TO: TS S(C) RET. JUST 22
 I. SIGNIFICANT ITEMS NEXT REV DATE 09 FEB DATE 14 DEC 79 REVIEWER _____ TYPE DO STAZ
 NO. PGS 8 CREATION DATE _____ ORG COMP // OPI // ORG CLASS S
 A. Status of the Table of Organization REV CLASS C REV COORD. _____ AUTH: HR 70-3

The Personnel Section has completed its portion of the mass transfer action. It must now be reproduced and sent to the Office of Personnel by 25 February 1955.

II. OTHER ITEMSA. OTR Vacancies

The following is a breakdown of OTR professional and clerical vacancies by School and Staff:

Organizational ComponentProfessional Clerical

Operations School (Hdqs.)
 Basic School
 Language & External Training School
 Intelligence School
 Plans and Policy Staff
 Assessment and Evaluation Staff
 Support Staff (Excluding JOT'S)
 (Hdqs.)

Total

B. New Allotment Account Numbers

The Budget Division, Comptroller's Office, has approved the revised allotment accounts in accordance with the new OTR organizational structure, and will issue an amended Chart of Accounts Notice within the next few days.

C. Personnel Assignments

The Personnel Section has arranged with appropriate supervisors to reassign three clerical persons to promotable positions within other OTR components. This action is precedent in the implementation of the policies recently adopted by the OTR Career Service Board. An OTR Regulation on this subject will be published shortly.

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E. Conversion of CPC Personnel to GS Schedule

The Personnel Section has implemented the CIA regulations which require that all CPC positions at [] be converted to the GS scale by 4 March 1955. This required pay adjustments to be computed for some 27 persons. Personnel actions have been initiated and forwarded to the Classification and Wage Division for approval.

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G. Payment of Differential for Standby Duty

The Personnel Officer, [] is preparing information to be used by the Office of Personnel in determining the amount of differential to be paid to personnel who are required to perform standby duty.

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I. Trip to []

[] escorted three clerical persons to [] last Thursday. The three are seriously considering assignment to []

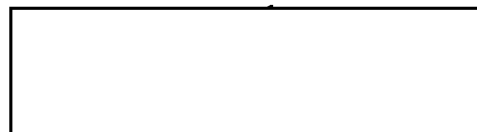
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J. []

Weekly report of the utilization of [] is attached.

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Attachment: []

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